

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**CABINET**

**Minutes from the Meeting of the Cabinet held on Tuesday, 27th June, 2023
at 6.00 pm in the Council Chamber, Town Hall, Saturday Market Place,
King's Lynn PE30 5DQ**

PRESENT: Councillor T Parish (Chair)
Councillors B B Anota, A Beales, M de Whalley, A Kemp, J Moriarty, C Morley,
S Ring and S Squire

CAB1 **INTRODUCTIONS BY CABINET MEMBERS**

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Cabinet Members introduced themselves and their portfolios.

CAB2 **MINUTES**

The Minutes of the meeting held on 18 April 2023 were noted as the membership of the Cabinet had changed.

CAB3 **URGENT BUSINESS**

There was no urgent business.

CAB4 **DECLARATIONS OF INTEREST**

There were no declarations of interest

CAB5 **CHAIR'S CORRESPONDENCE**

There was no Chair's correspondence.

CAB6 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Blunt, Dickinson, and Sandell attended under standing order 34.

Councillors Bearshaw and Ryves (zoom) were in attendance

CAB7 **CALLED IN MATTERS**

There were no matters called in.

CAB8 FORWARD DECISIONS

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The forward decision list was noted.

Under standing order 34 Councillor Blunt urged the Cabinet to include the Local Plan, Climate Change Action Plan, SLAs and Car Parking strategy onto its forward list.

The Leader confirmed that the Local Plan was being considered and the list would be further populated in due course. Councillor Moriarty considered that the consideration of SLAs was the Corporate Performance Panel's role at this stage. Councillor Morley made reference to items which had been outstanding, and Councillor de Whalley confirmed that the Climate Change Action Plan would be added to the list in due course.

CAB9 MATTERS REFERRED TO CABINET FROM OTHER BODIES

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The Environment and Community Panel on 20 June 2023 made recommendations on the Local Authority Housing Fund item. They were considered with the item on the agenda.

Corporate Performance Panel on 21 June 2023 made recommendations in support of the Corporate Business Plan monitoring report. They were considered with the item on the agenda.

CAB10 LOCAL AUTHORITY HOUSING FUND ALLOCATIONS POLICY

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Cabinet considered a report which provided information on the allocation of properties delivered via the Local Authority Housing Fund, a programme established by the Department for Levelling Up, Housing and Communities (DLUHC) to support local authorities to acquire homes to accommodate households with housing needs who have arrived in the UK via Ukrainian and Afghan resettlement and relocation schemes.

On the 8th February 2023 Cabinet resolved to accept the grant funding offered by DLUHC and agreed to the principles of allocation properties delivered under the fund, to deliver 14 homes for Ukrainian households and 2 larger properties for Afghan households. It was proposed to Cabinet that a further report on the allocation of the properties would be presented separately.

The purpose of the report was to seek endorsement of the approach set out in the report on the allocation of properties delivered via LAHF and to update the Cabinet on the area as agreed at Cabinet on the 8th February 2023. The report also provided a brief update in relation to the decision from West Norfolk Housing Company to work with the Council to deliver the properties via the fund and recent announcements from government of additional LAHF funding.

The endorsement of the Environment and Community Panel was noted.

Councillor Kemp endorsed the approach which brought homes to the Borough and provided homes for refugees without adding pressure to the housing stock.

Under standing order 34 Councillor Sandell expressed the hope that the Cabinet would continue to provide the support for the Ukrainian refugees, any arrangements made to mark their national day, and if the Leader had visited the Welcome Centre. The Leader confirmed he had previously visited the centre.

Under standing order 34 Councillor Blunt expressed the hope that the homes to be purchased would be completed before March 24.

Councillor Beales commended the report and asked if in the financial modelling there would be much demand for the S106 funding.

The Housing Services Manager confirmed that 7 properties had been purchased to date, and the overall cost of the 16 properties and any draw on S106 funding depended on the market and the properties which were purchased.

RESOLVED: That the approach set out in the report on the allocation of properties delivered via Local Authority Housing Fund be endorsed.

Reason for Decision

To ensure that properties delivered via the Local Authority Housing Fund to deliver affordable housing in the borough will be allocated in accordance with the criteria of the fund and to those in the greatest housing need in a timely way.

CAB11 **CORPORATE BUSINESS PLAN MONITORING (OCT 22 - MARCH 23)**

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Cabinet was presented with a monitoring report to update Cabinet on progress against the Council's Corporate Business Plan. The report contained information on progress made against the key actions up to the end of March 2023.

There were 48 actions in place to monitor performance against the Council's Corporate Business Plan. The report indicated that 23 of the actions finished on track, 16 actions were slightly behind, 1 action was on hold and 8 actions have been completed. It was noted that additional performance information was available in the 2022/23 corporate performance monitoring report, reviewed at the Corporate Performance Panel on 21 June 2023. The report comprised of a suite of indicators agreed by portfolio holders and management team as the key performance measures to monitor the delivery of council services and impacts on borough wide issues. All indicators were linked to the Corporate Business Plan priorities.

Under standing order 34 Councillor Blunt commented that it was often had to see the evidence behind the indicators, he also considered that the commercial programme on housing delivery was on track and congratulated officers overall for their hard work in that period.

Councillor Beales thanked Councillor Blunt for his comments, and commented that he considered the report a useful "state of the nation" report which highlighted the issues such as recruitment and retention issues.

Councillor Morley commented on the areas which he felt were behind schedule.

Councillor Kemp drew attention to the work starting on finalising the new corporate objectives on things such as working with partners on improving: housing conditions and standards, deprivation, health inequalities, social mobility, inclusion and skills.

Councillor de Whalley commented that he hoped progress could be made on the item assessing the impact of the council's procurement which had been on hold awaiting legislative changes.

Councillor Moriarty drew attention to the pre scrutiny of this item at the Corporate Performance Panel when it was considered.

RESOLVED: That the final position on delivery against the Corporate Business Plan be noted.

Reason for Decision

To consider progress with the delivery of the Corporate Business Plan for the period 1 October 2022 – 31 March 2023

CAB12 **SCHEME OF DELEGATION**

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Cabinet considered a report which explained that following the recent borough elections and appointment of a new Leader and subsequently changes to the list of portfolio responsibilities, amendments were required to the scheme of delegation so the two documents aligned.

The recommendations also suggested that if areas of responsibility should change between cabinet members, those changes to the scheme of delegation be made by the Monitoring Officer.

Councillor Morley proposed that an addition be added to the explanatory notes for portfolio holder delegations: "That the Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000." He explained that this was to ensure that further down the line the budget.

Councillor Beales proposed that ICT change from the Finance Portfolio to Business. This was agreed.

- RECOMMENDED:**
- 1) That the list of portfolio responsibilities be noted.
 - 2) That the portfolio responsibility for ICT be changed to the Business Portfolio.
 - 3) That a sentence be added in the explanatory notes for portfolio holder delegations: "That the Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000."
 - 4) That the amended Scheme of Delegation be approved as a change to the Constitution by Council.
 - 5) That delegated authority be granted to the Monitoring Officer to amend the scheme of delegation should changes be made to the areas of responsibility of Cabinet Members.

Reason for Decision

To ensure the scheme of delegation is in line with the portfolio areas of responsibility, to permit changes in portfolio areas of responsibility to be reflected in the Scheme of Delegation, and to ensure the Portfolio for Finance is aware of large amounts of expenditure above budget.

CAB13 **CABINET APPOINTMENTS TO OUTSIDE BODIES**

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Cabinet considered a report which sought approval for nominations for Executive appointments to serve on outside bodies and partnerships for 2023/2024.

Cabinet agreed that the proposals for the Norfolk Coast Partnership be changed to Councillors S Squire and de Whalley (Sub).

It was noted that the Norfolk Police and Crime Panel was awaiting confirmation from NCC regarding the nomination to be put forward.

Under standing order 34 Councillor Blunt expressed disappointment that he had only received the outside bodies nominations list that day.

Under standing order 34 Councillor Sandell questioned whether the Freebridge Community Housing strategic body should be on the list, it was confirmed that it was a meeting between the Council and Freebridge so was not an outside body.

Under standing order 34 Councillor Dickinson commented that the Hunstanton Advisory Group did not have representation by the Cabinet and therefore would not have a degree of influence at the Council. Councillor Parish confirmed that any comments made by the ward members would be listened to. Councillor Ring confirmed that he had already had informal meetings and discussions with the HAG.

RESOLVED: 1) That the attached list of representatives appointed to serve in an Executive capacity on the outside bodies and partnerships requiring appointment be approved with the change to the Norfolk Coast Partnership nomination published to Squire and de Whalley (sub), and the Norfolk Police and Crime Panel pending confirmation from the County Council.

2) That the reporting arrangements be noted, as shown in section 3 of the report.

3) That all other appointments to Outside Bodies and Internal Drainage Boards be made at the Council meeting on 13th July 2023.

4) That delegated authority be granted to the Leader in consultation with the Democratic Services Manager to make any amendments to Cabinet Outside Body appointments.

Reason for decision

To ensure continued involvement in the community by the Council.

CAB14 APPOINTMENT TO CABINET BODIES

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Cabinet considered a report which invited the appointment of members to serve on the CIL Spending Panel, Members Major Projects Board, Local Plan Task Group; Biodiversity Task Group, and Shareholder Committee and to agree the membership of Joint Safety and Welfare Committee and Joint Employee Committee for 2023/24.

Task Group numbers had been agreed as:

5 – 2 Ind, 2 Con and 1 Lab

7 – 3 Ind, 3 Con and 1 Lab

9 – 4 Ind, 3 Con and 2 Lab

The Leader proposed that within the Member Major Projects Group, the Portfolio holder would be the portfolio holder for Business.

The Leader also proposed that the membership of the Joint Safety and Welfare Committee be confirmed as Councillors Joyce, Kemp and Parish and Joint Employee Committee for 2023/24 as Councillors Joyce, Parish, Ring, Rust and Squire.

It was also proposed that the Shareholder Committee be confirmed as Councillors Beales, Moriarty and Parish.

RESOLVED: 1) That officers be instructed to seek membership from Group Leaders for the Cabinet Committees and Task Groups for 2023/24. (the Members Major Project Group to include Portfolio Holder for Business not Development and Regeneration.)

2) That the Membership of the Joint Safety and Welfare Committee be confirmed as Councillors Joyce, Kemp and Parish and Joint Employee Committee for 2023/24 as Councillors Joyce, Parish, Ring, Rust and Squire.

3) That the Shareholder Committee be confirmed as Councillors Beales, Moriarty and Parish.

3) That in accordance with Standing Order 29.4, if any of the Task Groups are not appointed having regard to Political Balance that the Leaders of each Political Group be asked to agree that this rule be disapplied.

Reason for Decision

To allow the business of the Council to continue into 2023/24.

The meeting closed at 7.00 pm

LIST OF OUTSIDE BODIES NOMINATIONS FOR CABINET APPROVAL

Outside Body	Number of Cabinet Representatives to be appointed	Proposed 2023/2024 representative
Action for Children		To be deleted
Active Norfolk	1	Kemp
Alive Management Board of Directors	3	Bhondi, Jones
Alive West Norfolk Board	2	Bhondi, Jones
CNC Building Control Joint Committee	1	Moriarty
College of West Anglia Board	1	Osborne
Community Action Norfolk	1	Kemp
Community Alcohol Partnership	1	Kemp
Health and Wellbeing Board and Integrated Care Partnership	1 + sub	Kemp and Anota (sub)
Hunstanton Advisory Group	3 (2 Ward Members)	Beal, Dickinson
King's Lynn Business Improvement District Board	1	Beales
King's Lynn Festival Board	2	Ring, Ware
King's Lynn Health and Wellbeing Board	1	Kemp
King's Lynn Town Deal Board	3	Beales, Moriarty and Henegan
Local Government Association	1	Moriarty
Norfolk Arts Forum Executive	1	Ring
Norfolk Climate Change Partnership	1	De Whalley
Norfolk Coast Partnership Management Group	1 + sub	Squire and de Whalley (sub)
Norfolk Joint Museums and Archaeology Committee	1	Kemp
Norfolk Parking Partnership Joint Committee	1 + sub	Anota, Ring (sub)
Norfolk Police and Crime Panel	2	D Tyler (pending verification from NCC on membership)
Norfolk Rail Policy Group	1	Everett
Norfolk Records Committee	1	Ring
Norfolk Waste Partnership	1 + Sub	Squire Moriarty (sub)
North Lynn Discovery Centre Board	2	Beales, Jones
PATROL	1	Anota
The Wash and North Norfolk Coast Marine Partnership	1	Squire
West Norfolk Chamber of Commerce Council	1	Beales
West Norfolk Housing Company Ltd	3	Bhondi, Ratcliffe, Ware
West Norfolk Property Ltd	2	Bhondi, Ware
West Norfolk Shared Prosperity Fund Partnership Board	2	Parish, Beales
West Norfolk Tourism Executive Forum	2	Ring, Beales